

Agricultural Laboratory  
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Office of the Secretary  
900 SW Jackson, Room 456  
Topeka, Kansas 66612  
(785) 296-3556

Jackie McClaskey, Secretary

Governor Sam Brownback

June 13, 2016

Kansas Metrology Laboratory Customers,

Due to new legislation that will take effect on July 1, 2016, the prices charged for Kansas Metrology Laboratory service will change. Currently the calibration price is \$50/hour. The new prices will be based on a per-piece pricing structure with adjustment fees, as opposed to a per-hour structure. This allows for more accurate quotes for purchase orders and more efficient processing of items brought in for calibration. A copy of the new pricing schedule is provided with this letter.

The requirements for submitting items are also provided with this letter and are based on requirements and specifications from the NIST Handbook 105 Series (Specifications and Tolerances for Reference Standards and Field Standard Weights and Measures). By following these submission requirements you can ensure that your items will be tested in a timely manner. Items that do not meet these requirements will be rejected, which costs everyone involved in the calibration process time and/or money, and the items will have to be rescheduled once the issues are resolved.

Over the past year the Kansas Metrology Laboratory has seen a drastic increase in the number of customers requesting service and the number of items submitted for calibration. The Kansas Metrology Laboratory prioritizes work for customers who have scheduled in advance, and will perform this work before completing unscheduled work. Due to the large number of customers requesting service we encourage our customers to schedule their items three to six months ahead.

If shipping items, please make sure they are sufficiently packaged and sent to the correct address, as we have had some items arrive at the Manhattan, Kan., office. We are still located at the following address:

Kansas Metrology Lab  
6531 SE Forbes Ave, Suite B  
Topeka, KS 66619

For return shipment, please provide a return shipment label, which you can make when you schedule your shipment through your carrier. When we are finished calibrating your items we will schedule a pickup through your carrier using the information you have supplied on the return label.

Thank you for your business,

The Kansas Metrology Laboratory  
(785)296-2938  
[metrology@kda.ks.gov](mailto:metrology@kda.ks.gov)